

## **SAN MARCOS PUBLIC LIBRARY MEETING ROOM POLICY**

### **GENERAL INFORMATION:**

The San Marcos Public Library has a large meeting room and a small conference room. When the rooms are not in use by the library, they may be used by other organizations in conformance with this policy. There is no charge for use of the meeting rooms.

### **RESTRICTIONS ON USE OF THE ROOMS:**

- The library's meeting rooms are primarily for use by the library for programs and other activities held under its sponsorship. Therefore, library needs may preempt any other scheduled use of the meeting rooms.
- The meeting rooms may not be used for commercial purposes. A “commercial purpose” is defined as a use intended to produce, or which in fact produces, profit for any private for-profit company, association, corporation, or individual.
- Groups may not conduct sales of any kind or charge fees for activities held in library meeting rooms unless they can prove that the proceeds will be used to benefit the activities of a non-profit organization. The library reserves the right to require written verification of the non-profit status of organizations using our rooms for sales or other fundraising purposes. Such verification shall be in the form of a letter of determination from the IRS or the Texas Secretary of State.
- The meeting rooms may not be used for purely social purposes, such as birthday parties or showers.
- The meeting rooms may not be used for any activity which would be likely to cause an unreasonable amount of wear and tear on library facilities or which would be likely to disrupt the normal activities of the library.
- Use of the meeting rooms does not constitute endorsement by the library or the City of San Marcos of points of view expressed by participants of programs held in the meeting rooms. No advertisement or announcement implying such endorsement will be permitted.
- If there is any doubt or disagreement about whether a proposed use of the meeting room violates any of these restrictions, the library director will request the library board to decide on the matter at their next regularly scheduled board meeting.

### **RESERVATIONS FOR THE MEETING ROOMS:**

- Reservations for the meeting rooms must be made by persons who are at least 18 years old and willing to accept financial responsibility for any loss or damage incurred during their use of the room.

- Reservations may be made only for the current month and the coming month. Groups are limited to one reservation per month.
- Reservations should be cancelled at least 48 hours in advance.

#### **USE AND CARE OF THE LARGE MEETING ROOM:**

- The large meeting room will seat up to 50 people, auditorium-style, and is equipped with tables, chairs, a projection screen, a lectern, and a piano. Groups who use the community room are responsible for setting up their own tables and chairs and putting them away after their meeting.
- The large meeting room may only be used between the hours of 7:00 am and 10:00 pm on days when the library is open for service. If a meeting is planned before the library would normally open, the person booking the meeting is responsible for obtaining a key on the day before the meeting. For security reasons, the large meeting room is not available on library holidays and keys will not be issued over a library holiday.
- Patrons who use the large meeting room beyond the library's normal closing time, are responsible for locking the meeting room, checking the library restrooms for occupants, and locking the two exterior doors of the library.
- Light refreshments may be served in the large meeting room. Use of tobacco products, alcoholic beverages, and lighted candles are not permitted.

#### **USE AND CARE OF THE SMALL CONFERENCE ROOM:**

- The small conference room is available for use only during library hours. It will seat up to twelve people at a conference table. Food, drinks, and smoking are not permitted in the small conference room.

#### **OTHER POLICY PROVISIONS:**

- The library is not responsible for equipment, supplies, or personal effects stored or left in the meeting rooms.
- Any exceptions to these policies must be cleared by either the Library Director or the Circulation Supervisor.
- Permission to use the meeting rooms will be denied to groups which damage the rooms or their contents; fail to leave the rooms in a clean, orderly and secure condition; cause a disturbance to patrons of the library; or otherwise fail to comply with these meeting room policies.

Adopted: March 1983

Revised: November 1985, May 1994, March 1995

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